

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES**

Monday, June 19, 2017

MINUTES

1. Call to order

The June 19, 2017 regular meeting of the Village Board of Trustees was called to order at 6:30 p.m. by Village President Jack Henrich.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Troy Allen, Mick Conrad, Forrest Crawford, Jack Henrich, James Elmore, Larry Schoenemann, and John Williams. Staff present were Village Clerk Lisa Kalata, Administrator Matt Giese, Village Planner Erin Ruth, Village Treasurer Deb Winter, Public Works and Utilities Director JJ Larson, Director of Parks & Recreation Sean Brusegar, Village Attorney Leighton Boushea and Police Chief Dan Layber.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*

Doug Noot- 200 River Place #130, Monona, WI 53716 was present to dispute an invoice that was from October 13, 2016 that was included on the tax bill because of nonpayment. The invoice was because the lawn was not mowed at Mr. Noot's property and Village staff had to mow. Public Works staff followed the Village ordinance in the matter.

5. Discuss and consider the minutes of the regular Village Board meeting of June 5, 2017.

Motion by Allen to approve the minutes of the regular Village Board meeting of June 5, 2017 with the correction of vote count on Item 10, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to the Board

a. Review of the 2016 audit with Amanda Blomberg of Baker Tilly

Amanda Blomberg gave a brief overview of the 2016 audit report. The Village fund balance as of December 31, 2016 was \$1,340,817. The overall financial position of the Village is above average.

7. Unfinished Business

a. Update on vacant Village properties.

Motion by Conrad to direct staff to do a RFQ for a Wisconsin real estate agent to represent the Village in the sale of N Main Property and lots located in Southlawn Estates and have staff bring back a recommendation of 1 or more to consider, seconded by Schoenemann. **Motion** carried with a voice vote of 7-0-0.

Motion by Henrich to have Village staff give a report on the future space needs in the next 5 years at the July 17, 2017 Village Board meeting, seconded by Conrad. **Motion** carried with a voice vote of 7-0-0.

8. New Business

a. Discuss and consider Renewal Operator's License applications for licensing year July 2017- June 2018.

Motion by Williams to approve Kaylee Tipton, Troy Everson and Shavon Caygill for renewal operator's license for license year July 2017 to June 2018, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider New Operator's License applications for licensing year July 2017-June 2018.

Motion by Williams to approve Brandon Buri, Rachel Mennenga, Savannah Wery and Payton Jones for new operator's licenses for license year July 2017 to June 2018, seconded by Henrich. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider release of revised phase 4 of 4th Addition to Westlawn Estates.

Motion by Henrich to approve the revised phase 4 of 4th Addition to Westlawn Estates and have the Village President and Village Clerk sign the appropriate documents, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

d. Discuss and consider canceling or rescheduling July 3, 2017 Village Board meeting.

Motion by Henrich to cancel the July 3, 2017 Village Board meeting, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committee

9.1. Emergency Government Committee

Allen reported they reviewed the last tabletop exercise. The Town and Village need to review Chapter 323 to make sure that they align with each other. This needs to be completed by the end of August. The next exercise will be on July 12, 2017 and all board members are encouraged to attend.

9.II. Community development Authority

Conrad reported that the committee is working on the Economic Development chapter of the Comprehensive Plan with hopes that it will be completed by the end of the year.

9.III. Utility Commission

Williams reported that they were given an update on well 1 project. This also discussed the Compliance Maintenance Annual Report, which they also get a good report. The next meeting will be July 26, 2017

9.IV. Deer-Grove EMS Commission

Williams reported that they reviewed the financials and run rates are up for the year. The second new ambulance is in the process of a punch list and will be in service soon. They received more for the Lifeline than expected which will offset extra costs for the new ambulances. They are working with UW Extension to help with the regionalization and long range planning. The next meeting will be July 20, 2017.

10. Reports from Village Officers:

- a. Troy Allen-No report
- b. Mick Conrad- No report
- c. Forrest Crawford- No report
- d. James Elmore-No report.
- e. Larry Schoenemann -No report
- f. John Williams- The Fireman's Festival was a great time.
- g. Jack Henrich-
 - a. Discuss and consider appointments to committeesMick will be placed on Plan and CDA as the trustee and Jennifer Pickel will be the citizen member on the Plan Commission. We will need one more citizen member for CDA.
- h. Attorney Lee Boushea- Updated the Board on the communications with Mr. Riedl.
- i. Administrator Matt Giese- Brad from MSA was present to give the board an update on the School Rd lighted intersection project. They received only one bid which was not within budget, so they will amend the scope of the project and put it back out for bids. Giese also updated the Board on previous communications with Mr. Noot and how Public Works is dealing with the issues.
- j. Director of Planning and Development Erin Ruth- No report
- k. Police Chief Dan Layber- Festival weekend was quite for the most part.

11. Communications and Miscellaneous Business

a. Consider approval of vouchers

Motion by Henrich to approve the Village portion of the vouchers in the amount of \$445,657.66 seconded by Elmore. The check sequence goes from check #42252 to check #42351. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-none

c. Future agenda items

Report from staff on space needs
Plan Commission report on village owned outlots
School Rd and Cty N project

12. Adjournment

Motion by Williams to adjourn at 8:16 p.m., seconded by Schoenemann. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: July 17, 2017

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.